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Enrique Zuniga

PEACE OFFICERS STANDARDS AND TRAINING COMMISSION

December 21, 2021

Heads of Law Enforcement Agencies:

The following are additional instructions for the submission of summary disciplinary information as required under the second sentence of Section 99 of Chapter 253 of the Acts of 2020.

We thank you for your earlier submission of the summary disciplinary information for active officers employed by your agency. You will receive an e-mail with an attachment that pertains to your agency. In that file, you will see a list of individuals who, according to the Municipal Police Training Committee's records, were employed by your agency in the past and are currently employed by a different law enforcement agency in the Commonwealth. In the rest of this note, I will refer to the individuals on those lists as "Transferred Officers."

If you have not already submitted summary disciplinary information for any Transferred Officer, please complete the template spreadsheet entitled "Disciplinary Records Transferred Officers Submission Template," available on the POST Commission website at [POST Commission | Mass.gov](https://www.postcommission.org/POSTCommission/Mass.gov). This template adds two additional fields to the spreadsheet that you used to submit the summary disciplinary information for active officers: "Employment End Date" and "Notes." For these purposes, "Employment End Date" refers to the end of the individual's employment with your agency. If you need to explain any of your entries on this spreadsheet, please use the Notes field. If you have no explanatory comments, you should leave the Notes field empty. When submitting the records, please make sure to name the file "Disciplinary Records of Transferred Officers – [Your Agency Name]"

As with your earlier submission, please submit this spreadsheet to the POSTCReports e-mail box at POSTCReports@mass.gov. Please submit this spreadsheet by January 31, 2022.

Discrepancies:

If upon your review of your agency-specific list, you find there are discrepancies, please do the following:



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1. If there are individuals on the list that we provide for whom your agency does not have a record of employment or your agency has only partial information, please include them on the spreadsheet, and include any information available. Also include any explanation in the Notes field (i.e., “no record of individual assigned to this LEA,” “information is not available,” etc.).
2. If there are individuals whose names are not on the list, who you believe should have been included (for any reason), please review the list of active law enforcement officers labeled “ All MA Active Officers as of 12-08-21” (also on the POST website), and if you see their names, please add those individuals’ names and summary disciplinary information to the spreadsheet that you will be providing, and include in the Notes field that the name was added.
3. If there are individuals who may have resigned prior to a disposition or disciplinary action to avoid discipline after April 1, 2021, please include the names of, and summary disciplinary information for, those individuals on the spreadsheet that you will be providing, regardless of those individuals’ current employment as a law enforcement officer.

Re-submissions:

If you have already submitted summary disciplinary information for Transferred Officers, please review the list we send you to ensure that summary disciplinary information for all the individuals on the list was included in your prior submission. If you have already submitted the summary information for all Transferred Officers, it is not required that you re-submit using the new template *but you are welcome to do so. If you choose to re-submit, please include the label “historical records re-submission” in the e-mail subject line.*

If there are any discrepancies (as described above) between the list that we send you and your prior submission, please submit the corrected information, using the new format, and include the label “historical records re-submission” in the e-mail subject line.



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As above, if you did not include information for officers who resigned to avoid discipline after April 1, 2021 in your prior submission, please include such information at this time. *In such re-submission, please preserve all prior records submitted the first time.*

Please note that the POST Commission cannot guarantee the accuracy of the information contained in the files that are accessible through the POST website (i.e., list of active officers).

If you have questions about submitting disciplinary records of active or transferred officers, issues with the template or if you are unable to submit the information by January 31, 2022, you may request an extension by e-mailing Gina Joyce at gina.m.joyce@mass.gov. Thank you very much for your work, collaboration, and patience with this process. I am always available to respond to your questions as we continue to build the POST Commission.

Sincerely,

Enrique Zuniga
Executive Director